



# City of Loma Linda Official Report

Karen Gaio Hansberger, Mayor  
Floyd Petersen, Mayor pro tempore  
Robert Christman, Councilmember  
Stan Brauer, Councilmember  
Robert Ziprick, Councilmember

COUNCIL AGENDA: June 22, 2004

TO: City Council

VIA: Dennis R. Halloway, City Manager

FROM: T. Jarb Thaipejr, Public Works Director/City Engineer

SUBJECT: AWARD OF CONTRACT FOR JANITORIAL SERVICES FOR  
CIVIC CENTER COMPLEX AND CORPORATION YARD

## **RECOMMENDATION**

It is recommended that the City Council award a contract for the janitorial services of the Civic Center complex and Corporation Yard offices during FY 04-05 to Grace Building Maintenance Co., Inc. in the amount of \$ 37,200.00.

## **BACKGROUND**

The current janitorial service contract expires on June 30, 2004. The Staff has completed the specifications and conducted the mandatory pre-bid job walk for this bidding process.

## **ANALYSIS**

Five bids were received and publicly opened on June 16, 2004. The bid ranged from a low of \$37,200.00 to the high of \$ 55,259.52. The low bidder is Grace Building Maintenance Co., Inc. of Los Angeles.

Staff has reviewed the bid submitted and checked references. Staff has determined that Grace Building Maintenance Co., Inc. can perform the work.

## **FINANCIAL IMPACT**

Funding for this service has been appropriated in the following accounts in the FY04-05 Budget:

Account No. 01-3400-1830 - \$14,880

Account No. 05-3500-1830 - \$10,044

Account No. 65-7000-1830 - \$12,276

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# CITY OF LOMA LINDA

## 2004 JANITORIAL SERVICES

BID OPENING DATE: June 16, 2004

| ITEM         | DESCRIPTION                           | UNIT  | QNTY | Grace Building Maintenance |                    | Merchants Building Maint. |          |                    |
|--------------|---------------------------------------|-------|------|----------------------------|--------------------|---------------------------|----------|--------------------|
|              |                                       |       |      | UNIT PRICE                 | TOTAL              | UNIT                      | PRICE    | TOTAL              |
| 1            | Janitorial Services, Civic Center     | Month | 12   | 1,850.00                   | 22,200.00          |                           | 2,226.00 | 26,712.00          |
| 2            | Janitorial Services, Corporation Yard | Month | 12   | 200.00                     | 2,400.00           |                           | 261.00   | 3,132.00           |
| 3            | Janitorial Services, Senior Center    | Month | 12   | 350.00                     | 4,200.00           |                           | 590.00   | 7,080.00           |
| 4            | Janitorial Services, Fire Station     | Month | 12   | 700.00                     | 8,400.00           |                           | 72.33    | 867.96             |
| <b>TOTAL</b> |                                       |       |      |                            | <b>\$37,200.00</b> |                           |          | <b>\$37,791.96</b> |

### ADDITIONAL MAINTENANCE SERVICES

| ITEM | DESCRIPTION    | UNIT | QNTY | UNIT PRICE | TOTAL | UNIT | PRICE  | TOTAL  |
|------|----------------|------|------|------------|-------|------|--------|--------|
| A    | Community Room | Each | 1    | 30.00      | 30.00 |      | 90.00  | 90.00  |
| B    | Senior Center  | Each | 1    | 30.00      | 30.00 |      | 110.00 | 110.00 |
| C    | Banquet Rental | Each | 1    | 30.00      | 30.00 |      | 125.00 | 125.00 |

## 2004 JANITORIAL SERVICES

| ITEM         | DESCRIPTION                           | UNIT  | QNTY | Bell Building Maintenance |                    | A to Z Building Maintenance |          |                    |
|--------------|---------------------------------------|-------|------|---------------------------|--------------------|-----------------------------|----------|--------------------|
|              |                                       |       |      | UNIT PRICE                | TOTAL              | UNIT                        | PRICE    | TOTAL              |
| 1            | Janitorial Services, Civic Center     | Month | 12   | 2,226.00                  | 26,712.00          |                             | 2,400.00 | 28,800.00          |
| 2            | Janitorial Services, Corporation Yard | Month | 12   | 441.00                    | 5,292.00           |                             | 200.00   | 2,400.00           |
| 3            | Janitorial Services, Senior Center    | Month | 12   | 649.00                    | 7,788.00           |                             | 700.00   | 8,400.00           |
| 4            | Janitorial Services, Fire Station     | Month | 12   | 90.00                     | 1,080.00           |                             | 300.00   | 3,600.00           |
| <b>TOTAL</b> |                                       |       |      |                           | <b>\$40,872.00</b> |                             |          | <b>\$43,200.00</b> |

### ADDITIONAL MAINTENANCE SERVICES

| ITEM | DESCRIPTION    | UNIT | QNTY | UNIT PRICE | TOTAL  | UNIT | PRICE  | TOTAL  |
|------|----------------|------|------|------------|--------|------|--------|--------|
| A    | Community Room | Each | 1    | 75.00      | 75.00  |      | 90.00  | 90.00  |
| B    | Senior Center  | Each | 1    | 110.00     | 110.00 |      | 100.00 | 100.00 |
| C    | Banquet Rental | Each | 1    | 20.00      | 20.00  |      | 100.00 | 100.00 |

## 2004 JANITORIAL SERVICES

| ITEM         | DESCRIPTION                           | UNIT  | QNTY | A.1 American Cleaning |                    |
|--------------|---------------------------------------|-------|------|-----------------------|--------------------|
|              |                                       |       |      | UNIT PRICE            | TOTAL              |
| 1            | Janitorial Services, Civic Center     | Month | 12   | 2,757.37              | 33,088.44          |
| 2            | Janitorial Services, Corporation Yard | Month | 12   | 640.00                | 7,680.00           |
| 3            | Janitorial Services, Senior Center    | Month | 12   | 1,121.59              | 13,459.08          |
| 4            | Janitorial Services, Fire Station     | Month | 12   | 86.00                 | 1,032.00           |
| <b>TOTAL</b> |                                       |       |      |                       | <b>\$55,259.52</b> |

### ADDITIONAL MAINTENANCE SERVICES

| ITEM | DESCRIPTION    | UNIT | QNTY | UNIT PRICE | TOTAL  |
|------|----------------|------|------|------------|--------|
| A    | Community Room | Each | 1    | 90.00      | 90.00  |
| B    | Senior Center  | Each | 1    | 125.00     | 125.00 |
| C    | Banquet Rental | Each | 1    | 40.00      | 40.00  |